

Support Chief

29 November 1971

MEMO TO: All Staff and Division Chiefs

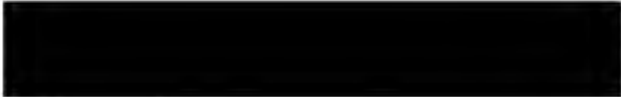
SUBJECT : Christmas Parties

1. In order to avoid undue interruption of office work schedules, there will be no Christmas parties before 16 December 1971.

2. Each Chief of Staff and Division is personally responsible for ensuring that parties which are held within his component take place in an appropriately orderly manner.

3. I should like to remind each of you that last year some components chose, instead of having parties, to put the money that would have been spent for the party into the Education Aid Fund, PSAS, or some other charity. Other components, on the other hand, had a more modest party than usual, and donated the difference to a charity. I suggest that some components might wish to follow the same practice this year as well.

25X1A


Thomas H. Karamessines
Deputy Director for Plans

SECRET